

**Housekeeping Part Time**  
Position Description

**Position Title:** Housekeeping Part Time  
**FLSA:** Non-Exempt, Part-Time  
**Department:** Airport  
**Reports to:** Office Manager  
**Salary:** \$7.92-\$11.31  
**Application Deadline:** Open  
**Location:** Columbus Municipal Airport, Columbus, Indiana

**Job Summary:**

Part Time Housekeeping maintains and provides for the cleanliness of Airport facilities.

**Job Duties:**

- Performs general custodial work for Airport offices: vacuums, empties trash receptacles and cleans restrooms.
- Performs deep cleaning of facilities as scheduled or needed (ie: striping and waxing floors, carpet extraction / steam cleaning, cleaning bugs from light fixtures, other non-routine cleaning).
- Monitors supplies for restock as necessary.
- Cares for and maintains equipment used.

**Job Qualifications, Knowledge, Skills & Abilities:**

- Ability to establish and maintain effective working relationships with a variety of individuals.
- Ability to maintain a courteous and helpful manner in dealing with the public.
- Ability to follow oral and written instructions.
- While performing the essential functions of the job, the employee is frequently required to walk, stand, climb or balance, stoop, kneel crouch or crawl; use hands to finger, handle, or feel; reach with hands and arms; speak and hear, lift an/or move up to 50 pounds; and is occasionally required to sit and smell.

**Classification:**

- This is a non-exempt, part-time position and the person hired for this position will work an average of 25 hours or less, with no more than 1559 hours worked per year and this position does not provide any benefits. *Please note:* Part time employees at the city are welcome to apply at any time for open, available full time positions and should do so by visiting the city website under "Careers" and filling out and submitting an application. Part time employees will not be considered for full time employment unless they have filled out an application for a specific open/available position.

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